

# **FEDERAL TUITION ASSISTANCE**

## **using GoArmyEd**

**UPDATED AS OF 1 October 2014**

**WHEN:** No more than 60 days prior to the start of class thru the day before class starts. \*\* Soldier must have a GoArmyEd Account to request TA.

### **HOW:**

1. Login to: [www.GoArmyEd.com](http://www.GoArmyEd.com)
2. Select the “Request TA” smart link.
3. If your School uploads classes continue to step 4. If not skip to step 9
4. Confirm your school name is pre-populated and class start date range is correct, select “Next”.
5. View Class Search Results. Select “Class Details” button to see additional info before enrolling
6. Select “Request Class” for your desired class
7. The confirm Classes screen displays class cost info. Select “Process Enrollment” or “I Agree To Pay”
8. You will receive an email confirming enrollment.
9. Confirm your school name is pre-populated, enter the class Subject, Catalog, Class Start Date and select “Next”.
10. Complete each required field in the Class Information sections.
11. Cost of Tuition and Fees must be uploaded
12. Complete each required field in the Class Cost section and select “Calculate Cost”
13. Review your Request and “Submit”
14. You will receive an email confirming approval.

\*\*Depending on what school you attend you may be required to upload a copy of your Degree Plan, Verification of Enrollment, Verification of Tuition & Fee Cost\*\*

\*\* If you have taken classes before you will be REQUIRED to upload a course planner\*\*

Federal TA may be used for courses that are part of your degree plan